

## Arrangement and Description Box Checklist

Task	Completed by	Date finished
<b>Arrange</b> items in order inside labeled folders		
Replace acidic items with Permalife bond <b>copies (optional; may do later)</b>		
Remove non-archival fasteners (staples...) <b>(optional; may do later)</b>		
<b>Encapsulate</b> photos and/or fragile documents		
Type <b>folder title</b> info into Word document		
Determine <b>series</b> , and arrange files in series		
Write folder, box, series & <b>coll #s</b> on each folder		
<b>Preservation problems:</b>		
<b>Still to do:</b>		